

Step 7: Outline

*An outline is a way to map out your writing. It uses key words and phrases to quickly assemble important ideas and represent them in an organized manner before writing a rough draft.

Steps:

1. Organize your notecards into a logical order:
 - A. Intro (attention-getting fact; basic definition of social issue, thesis)
 - B. body paragraphs (separated by each of your three subtopics)
 - i. These then need to be organized logically in a manner that can connect one note card's information into the next. Take some time on this step.
 - ii. Main Topics → Subtopics → Details.
 - C. conclusion (restatement of thesis; "wrap-up"/concluding facts)
2. When typing, prepare for proper MLA Fonts: Times New Roman, size 12.
 - A. Under Microsoft Word's "Home" tab, choose button that creates Numbered outlines. It looks like this:
 - B. Primarily use the "enter" key to move from one (sub)topic to the next.
 - C. Use the "tab" key to move from left to right (This will allow you to change from roman numerals to capital letters, and from capital letters to numbers, from numbers to lower case letters, etc.)
3. Add a title at the top of the outline (centered). Your title should reveal your topic.
4. Follow the sample outline format for numbering and lettering. (Begin with roman numerals.)
5. Begin main topics, subtitles, and details using capital letters
6. Do not place periods after topics or subtopics written in phrases (only include end punctuation if written in complete sentences)
7. Maintain a parallel structure throughout the outline; if you start with phrases, don't switch to sentences. Be consistent.
8. Remember, an outline should arrange information logically with an introduction, body, and conclusion

Tips:

1. The more specific your outline, the easier it will be to write your rough draft. ***Spend a thoughtful amount of time on this step now, and you'll be thankful later. But, rush through this step now, and you'll regret it later.***
2. The outline should help you get a picture for how your paper will be developed.
3. Once your outline is complete, your topic may continue to grow when writing a rough draft.
4. Use the sample outline as a guideline when developing your outline.
5. **Roman Numerals Reference Guide:** I (1), II (2), III (3), IV (4), V (5).

Minimum Requirements:

- ✓ Have a title that reveals your social topic.
- ✓ You should have 5 (V) Roman numerals total (no more; no less; that's 1 for each paragraph of your paper).
- ✓ Each Roman numeral should break into at least 4 capital letters (A-D)
- ✓ Each capital letter A should be a topic sentence introducing and transitioning into that paragraph.
- ✓ Each capital letter D under Roman Numerals II-IV (2-4) should be a summary sentence "wrapping up" the purpose/point of that paragraph. *Exception:*
 - D under Roman numeral I (1) should be your thesis statement.
 - D under Roman numeral V (5) should be wrap-up for the whole paper.
- ✓ Every capital letter under your body paragraphs (II-IV) should be further developed into at least 2 smaller details (#1. and #2.)

I. Introduction

- A. Topic Sentence- attention grabber (question, interesting fact, statistic, etc.)
- B. Definition of air pollution
- C. Facts about the history of air pollution
- D. Statistics about air pollution
- E. Thesis Statement:
 - 1. Air pollution is a severe social issue because it is caused by various factors including both human and natural forces, has many harmful effects on the environment, but can be prevented if action is taken.

II. Reasons for air pollution (*Body Paragraph #1*)

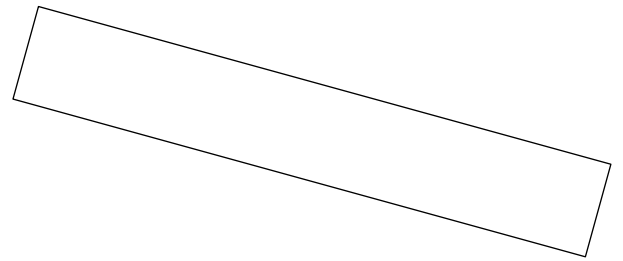
- A. Topic Sentence:
 - 1. Many issues contribute to air pollution including both natural and human factors.
- B. Natural factors
 - 1. Volcanic eruption
 - 2. Bacterial action
- C. Human factors
 - 1. Burning of fuels
 - a. Automobiles
 - b. Power plants
 - c. Factories
 - d. Cigarettes
 - 2. Chlorofluorocarbons (CFCs)
 - a. Refrigerators
 - b. Air-conditioners
 - c. Insect Repellents
 - 3. Military/Defense Practices
 - a. Nuclear Weapons
 - b. Missiles
 - c. Rockets
 - d. Toxic gasses
- D. Summary Sentence:
 - 1. Natural and human factors are contributing reasons for air pollution.

III. Harmful effects of air pollution (*Body Paragraph #2*)

- A. Topic Sentence:
 - 1. Air pollution negatively affects humans and ecosystems in various ways.
- B. Health effects on humans
 - 1. Heart and lung effects
 - 2. Diseases
 - 3. Death
- C. Ecosystem effects
 - 1. Plants
 - 2. Animals

D. Summary Sentence:

1. Humans, plants, and animals are negatively impacted by air pollution.



IV. Ways to Prevent air pollution (*Body Paragraph #3*)

A. Topic Sentence

1. Three major ways to prevent air pollution include taking action at home, driving wisely, and making smart purchases.

B. Take action at home

1. Recycle (reduces harmful emissions from landfills)
2. Plan trees
3. Keep woodstoves and fireplaces maintained
4. Test your home for dangerous radon or radioactive gas
5. Do not smoke

C. Drive wise to reduce air pollution

1. When possible use public transportation, walk, or ride a bike
2. Join a carpool to get to work
3. Use energy conserving oil
4. Get regular engine tune-ups and maintenance check-ups
5. Avoid long drive-thru lines (park your car and go inside instead)

D. Make smart purchases

1. Purchase items that can be recycled (reduce emissions from landfills)
2. Choose efficient, low-polluting models of vehicles

E. Summary Sentence

1. Those who take action at home, drive wisely, and make smart purchases can play a significant role in reducing the amount of air pollution.

V. Conclusion

A. Topic Sentence (*re-define the thesis statement*)

B. Summary of the main points about air pollution

C. Quote or statistic about air pollution

D. Summary Sentence- thought provoking question or warning about air pollution